

American Embassy
Colombo Sri Lanka
November 12, 2010

To: Prospective Offerors

Subject: Solicitation number **SCE-11-R-0319**

Given on this web page is a Request for Proposals (RFP) for Packing, Storage, Shipping and Clearance of Sea and Air Freight Cargo, Freight Forwarding Operations and other related services for the U.S. Embassy, Colombo, Sri Lanka. If you would like to submit a proposal, follow the instructions in Section L of the solicitation, complete the required portions of the document given on the website, and submit it to the address shown on the Standard Form 33 that follows this letter.

The Embassy intends to conduct a pre-proposal conference and all prospective offerors who have received a solicitation package are invited to attend. See Section L.6 of the solicitation for instructions, date and time.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price who is capable of meeting the contract's performance terms. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Proposals are due by December 30, 2010, COB 1700 hrs.

Direct any questions regarding this solicitation to the Contracting Officer by letter or by telephone 94-011-249-8832 during regular business hours.

Sincerely,

Lee A. Belland
Contracting Officer

Enclosure